

*****ALL STUDENTS REPORT TO FT JACKSON WELCOME CENTER BLDG 4394,
STROM THURMOND BLVD**

PURPOSE: To provide knowledge and skills required for the duty position of Station Commander. Upon graduation all students will be able to:

- Develop, implement, and manage the station's training plan to achieve mission accomplishment.
- Evaluate collective and individual training conducted at recruiter level ensuring effective needs-based training.
- Develop a Station ROP.
- Manage a Future Soldier Training Plan.
- Manage a School Recruiting Program.
- Complete a QA of an enlistment record.
- Conduct an IPR with a Recruiter.
- Ensure Soldiers and civilians receive refresher training as necessary.
- Provide resources as necessary to support training and mission accomplishment.

SCOPE: Emphasize Station Commander's critical task proficiency, Recruiting Operating System (ROS) management, leadership, and analysis. The Station Commander Course provides training to ensure sustained mission accomplishment, professional development, and adherence to command guidance. The Station Commander Course is 3 weeks in length.

PREREQUISITES: Active Army and Army Reserve students in MOS 79R.

IMPORTANT:

Students must go to the Learning Management System (LMS) website and complete Phase I prior to attending resident course. If Phase I is not completed prior to arrival, student will not be allowed to attend resident course.

SPECIAL INFORMATION: Recruiting battalions are responsible for ensuring that students are enrolled, and verify the completion of Phase I lessons.

IMPORTANT:

Students must turn in a copy of their LMS transcript indicating completion of Phase I.

REPORTING INSTRUCTIONS: Students will report to the Welcome Center (Building 4394) on Sunday prior to the start of the course. Students must report no later than 1900 hours for check-in. A welcome packet will be provided with additional information.

All students must be able to access the LMS website. For access problems, contact your Battalion IMO/IMS representative and/or the Customer Service Center immediately at 1-800-223-3735, extension 6-1700. Students are responsible for ensuring that connectivity/automation issues are corrected prior to arrival at the Recruiting and Retention School.

*Call 803-751-8795/8763 for additional information.

Students are required to have access to the following regulations:

Army Regulation 601-210 w/ changes

USAREC Manual 3.0

USAREC Manual 3.01

USAREC Manual 3.02

Field Manual 6-22

USAREC Regulation 601-95

USAREC Regulation 601-107

USAREC Pam 350-13

USAREC Regulation 601-104

Leader Zone Guide (March 09)

School Zone Guide

Regulations can be found at <http://www.usapa.army.mil/> or <http://my.usaac.army.mil/portal/dt/launcher?jumpUrl=http://www.usarec.army.mil/im/formpub/Pubs.htm>

EXAMINATIONS:

Army Physical Fitness Test (APFT) will be administered during week one of the course.

IMPORTANT:

Students must provide a current DA Form 705 (PT Card) and if applicable, DA Form 5500 (Body Fat Worksheet). Soldiers on profile must have a valid DA FM 3349 emailed to NCOIC prior to attending course (More info in the welcome letter). No one will be allowed to attend the course on a temporary profile without an "Exception to Policy" granted by the RRS CSM.

Leadership Examination

Capstone Examination

Station Commander Exercise (STACEX)

The following items are required for the course:

Army Physical Fitness Uniform (1 set)

Army Combat Uniform (2 sets)

Recruiter Work Station (Laptop)

Station Management Binder will be developed in class.

Access to Leader Zone/RMZ/GAMAT

AKO User name and password

Dental Records

ERB (W/Photo)

Calculator

Printer (If driving)

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